



**Thomas Ford Memorial Library
Library Board of Trustees Minutes
January 28, 2020**

Fahrenbach called the meeting to order at 7:00 p.m.

Roll call: Foster, Fahrenbach, Carroll, Deneen, Hanson

Absent: Thometz, Yeakey

Also present: Bodewes, Lewandowski

MOTION: Minutes of the December 3, 2019 meeting of the Board of Trustees

Hanson moved to approve as presented the minutes of the December 3, 2019 combined November/December meeting of the Board of Trustees. Carroll seconded the motion. All approved.

Treasurer's Report

Foster reviewed the November and December 2019 financial reports and vendor lists. All funds are balanced. It was noted that the Building Fund/building line will run over budget due to unplanned but necessary repairs uncovered during the renovation project. Funds remaining at year end in the Building Improvement Fund #935 will be transferred into the Building Maintenance Fund #930. The Debt Retirement Fund #940 has been designated for payment of the bond; this account was formerly designated for the 2009-2019 payment of the promissory note. All income and expenditures were of the ordinary sort.

Fund balances and Vendor List for November 2019 are:

Library Operating Fund #920	\$673,677.03
Graham Trust Fund #925	\$273,713.29
Building Maintenance Fund #930	\$42,755.42
Building Improvement Fund #935	\$26,251.74
Capital Fund #970	\$106,517.77
Timber Trails Fund #950	\$68,904.82
Debt Retirement Fund #940	\$5,422.71
Vendor List November 2019	\$338,832.73

Fund balances and Vendor List for December 2019 are:

Library Operating Fund #920	\$577,444.53
Graham Trust Fund #925	\$273,519.77
Building Maintenance Fund #930	\$33,801.48
Building Improvement Fund #935	\$17,331.74
Capital Fund #970	\$106,631.51
Timber Trails Fund #950	\$68,978.40
Debt Retirement Fund #940	\$9,785.53
Vendor List December 2019	\$123,210.51

MOTION: November and December 2019 Treasurer's Reports and Vendor Lists

Deneen moved to approve the November and December 2019 Treasurer's Reports and Vendor Lists. Foster seconded the motion.

Roll Call:

Foster AYE
Fahrenbach AYE
Carroll AYE
Deneen AYE
Hanson AYE
All approved.

Librarian's Report

- **Staff.** Heather Booth, head of Teen and Tween Services has tendered her resignation. During her twelve years at Thomas Ford Heather has shared her talents, experience and energy successfully steering and expanding the teen and tween department, and contributed as a member of the Library management team. Board members expressed appreciation for the good work done by Heather on behalf of the Library and wished her well in future endeavors.
Staff Benefits. Bodewes met in December with all staff to review the new Personnel Policy and to discuss salary increases. Benefits went into effect on January 1, 2020 and raises went into effect with the first paycheck of 2020.
Performance Appraisals are being completed. The review process includes discussion of personal/departmental progress toward 2019 goals, and setting of 2020 goals.
- **Self-Check in Youth Services.** Parents and caregivers now have the option of checking out materials in the Children's Department. The self-check machine is designed for children with fun colors and big buttons for ease of use and has been customized further for TFML users. Feedback has been very positive.
- **Recent Press.** Librarians Heather Booth and Rachel Hoover were recognized in the media last month. Heather was featured in a *Chicago Tribune* article about book clubs designed for patrons with special needs. Rachel was featured in the national publication *American Libraries* discussing TFML's popular DVD Binge Boxes. Both articles spoke highly of our librarians and reflect well on our library.
- **Annual Statements of Economic Interest** must be completed by all elected officials by May 1, 2020. Statements are expected to arrive via email in February or March.
- **Departmental reports** were presented. Bodewes reviewed end of year Key Performance Indicators. Fahrenbach expressed enthusiasm for the Summer Read selection *Pride and Prejudice*, J. Austen.

Visitors/Public Comment: There were no visitors or public comment.

Communications: Letter from Foster Care to Success thanking Knitters Circle for hand-made scarves gifted to the Red Scarf Project. Notice of the McGinnis family donation of a toy train to Youth Services, and a note of appreciation for YS programs and materials from a patron family.

Committees:

Finance

Asset/Investment Summary was presented.

Fieldwork for the FY2019 audit has begun. Audit compliance letters will be sent out shortly.

Building and Grounds

- Various repair and paint projects including a complete refresh of the Children's Reading Train were completed, as well as the installation of a coat rack in the stroller parking area. Thanks to vendor Kwak Bros. Painting for their outstanding work on these projects.
- A Free Shelf offering withdrawn (weeded) books, DVDs, and CDs has been installed in the Administrative Hall. Patron feedback was the impetus for installing the shelf, which had been located on the lower level prior to renovation.

- A two-day internet failure due to a mechanical issue with our connection to the municipal fiber optic line was resolved with the assistance of the Village Technology Director Pat Schramm. Backup equipment will be kept onsite going forward.
- Pit service was conducted on the Library septic system.
- Mortenson Roofing has been scheduled to address an issue in the Teen Room.

Personnel

Hanson met with Bodewes to discuss his annual review and compensation. Goals for 2020 were also reviewed. The Board recognized Bodewes' exceptional efforts in managing the very successful renovation and maintaining the high level of patron service and community engagement during and after the project. Bodewes shared credit for the positive experience with staff and thanked the Board for their support.

Friends

Bodewes reported on the January 8 meeting. Bonnie Engel will serve as acting president. Funds were approved for Adult and Children's programming. It was agreed to hold one Book and Bake Sale which will be held in October. The Book Shelf Sale has been popular. Efforts will continue to reinvigorate the organization with new members and leaders. The Library Board expressed appreciation for the generous support of the Friends without whom many Library programs would not be possible.

Foundation

Hanson reported on the January 21 meeting. Topics discussed include investments and possible expenditures, donor recognition and recordkeeping, and short and longer-term goals. The Foundation has been named as recipient of memorial contributions honoring Robert Bures, past president of the Library Foundation. The Bures Family has designated the memorial to the enhancement of the Fireplace Room. The Annual Appeal has received to date donations in the amount of \$10,535.

Old Business

Library Annual Report (IPLAR) is being prepared as final numbers become available and will be submitted in February.

New Business

2020 Policy Review Schedule

The 2020 Policy Review Schedule was presented. Policy review is a principal responsibility of the Board. Policy recommendations are made by department heads and the Library Director and presented to the Board for review. Select policies follow a mandated review schedule; all others are on a rotating review schedule.

MOTION: Fahrenbach moved to accept the 2020 Policy Review Schedule. Deneen seconded the motion. All approved.

Review of Board of Trustees Executive Session Minutes

The biannual review of Executive Session Minutes to determine which should be kept private or made public is required by law. At the advisement of Library legal counsel, it is recommended that Executive Session minutes pertaining to personnel matters be indefinitely retained. The director's 2018 review was released from the Executive Session File. The Executive Session file will next be reviewed in July 2020. The Board accepted the recommendation.

MOTION: Retention and Release of Board of Trustee Executive Session Minutes

Fahrenbach moved to retain as private all Executive Session minutes pertaining to personnel matters. Carroll seconded the motion.

Roll Call:

Foster AYE

Fahrenbach AYE

Carroll AYE

Deneen AYE

Hanson AYE

All approved.

Board of Trustees Calendar/March 2020 Meeting Date

The March meeting will be held on March 31 to accommodate Spring Break and travel schedules.

There being no other business, Carroll moved to adjourn at 8:10 p.m. Foster seconded the motion. All approved. **The next regular meeting of the Board of Trustees will be held on Tuesday, February 25, 2020.**

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary